



## PR/160125 | Administrative Assistant (Back Office)

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1577564

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

April 21st, 2026 04:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### JOB RESPONSIBILITIES

- Support daily office operations and general administrative tasks
- Coordinate with vendors and suppliers for office-related needs
- Maintain office documents, agreements, contracts, and rental files
- Liaise with external accounting agency on all related matters
- Assist in coordinating company events and activities
- Handle financial numerical data and prepare formatted corporate proposals

## JOB REQUIREMENTS

- Diploma or Bachelor degree in any relevant field
- Candidate with minimum 2 years of experience in office administration or business administration role are highly preferred
- Good communication in English and Bahasa, Mandarin will be added advantage
- Detail oriented and strong organizational skills
- Independent and proactive

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## Company Description